



## INTERNAL TRAINING PROCUREMENT REQUISITION

### Internal Training Procurement Requisition Work Instructions

\*\*Required information (highlighted in blue) must be filled out completely or the form will not email or print.

\*\*Recommended information (highlighted in yellow) will allow the form to email or print if not completed.

#### Section A:

Select Center from drop down list.

- Enter date submitting request.
- Enter Requisitioner, Technical and Logistics POC information (enter phone number as only numeric digits).

#### Section B:

- Enter the title of the training.
- Select COTS or Non-COTS.
- Select Competitive Action or Sole Source (If Sole Source, Section D is required).
- Enter requested dates of training and alternate dates if applicable.
- Enter the Location of Training.
- Enter the Estimated Cost.
- Enter Number of Sessions being offered.
- Enter Number of Students per session.
- Enter Course Materials and quantity. If "other" is selected, indicate specifics in Section F.
- Enter exact shipping address for vendor to ship materials to Center. Leave blank if not shipping.
- Enter the number of days prior to training when materials should be received.

#### Section C:

- Enter preferred vendor information under Vendor No. 1. Please provide as much information as possible (enter phone number as only numeric digits and select state from drop down list).  
If competitive action, fill out Vendors 2 and 3 with as much information as you can provide.
- Attach copies of any price quotes or proposals received during course research.

#### Section D:

- Fill out Section D if training request is Sole Source.  
Enter name of vendor, course title and start date.  
Enter the Center's justification that course can only be purchased from one source, i.e. proprietary information, market research conducted and no other vendor offers course, specific course objectives only this vendor can satisfy, etc.  
Enter Requisitioner's name, title and date the form.

#### Section E:

- Fill out for all Non-COTS training requests and courses whose titles don't imply the type of training.
- Enter Title of Training Course.
- Enter course objectives required by the Center.  
Enter tasks/body of Statement of Work.

#### Section F:

Include any additional information, i.e. specific distribution instructions, other course materials, etc.

Use the "Attach" button to attach any extra documents not already included, i.e. vendor quote.

Use the "Email Record" button to submit request directly to the NSSC.



## INTERNAL TRAINING PROCUREMENT REQUISITION

### SECTION A - CONTACT INFORMATION

Required to be Completed by the Requisitioner for all Procurements

NASA Center	Date Submitted	Remedy Number (NSSC Use Only)
Requisitioner Name	Requisitioner Phone	Requisitioner Email Address
Technical POC (For Proposal Evaluation & Course Content)	Technical POC Phone	Technical POC Email Address
Logistics POC (For Audiovisual, Classrooms & Materials)	Logistics POC Phone	Logistics POC Email Address

### SECTION B - DESCRIPTION OF REQUESTED TRAINING COURSE

Required to be Completed by the Requisitioner for all Procurements

Title of Training Course

- ☐ Commercial Off-the-Shelf Course (no modification to vendor's course offering)
- ☐ Non-COTS Course (requires modification by the vendor to meet NASA requirements or a new course development)  
**Requisitioner required to provide a Statement of Work (see Section E)**
- ☐ Competitive Action (Provide information for three recommended vendors in Section C)
- ☐ Sole Source Action (Provide information on the recommended vendor only in Section C and complete the sole source justification in Section D if over \$3,000 and the vendor is not another Government Agency)

Training Date(s)

Primary (i.e. 01-01-2009 through 01-23-2009)

Alternate (i.e. 01-01-2009 through 01-23-2009)

Location of Training Facility (Center, Building, Room)

Estimated Cost

Number of Sessions

Number of Students Per Session

Vendor Provided Course Materials:

Materials

Quantity

Ship to Address for Materials (Enter Full Address & Include Center, Mail Code, Building, Room and Point of Contact)

Number of Days Delivery Prior to Class Start Date



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Space Administration  
  
**NASA Shared Services Center**  
Stennis Space Center, MS 39529-6000

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### SECTION C - VENDOR INFORMATION

Complete information on three vendors if competitive, or only one vendor if sole source (provide as much information as is known)

Name of Vendor No. 1		Contact	
Address			
City		State	Zip Code
Phone	Fax	Email	
Web Address			
GSA Number		DUNS / Cage	

Name of Vendor No. 2		Contact	
Address			
City		State	Zip Code
Phone	Fax	Email	
Web Address			
GSA Number		DUNS / Cage	

Name of Vendor No. 3		Contact	
Address			
City		State	Zip Code
Phone	Fax	Email	
Web Address			
GSA Number		DUNS / Cage	

Please attach a copy of the preferred vendor quote and / or proposal including cancellation policy if available.



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### SECTION D - SOLE SOURCE JUSTIFICATION

Required only if the procurement action is sole source, over \$3,000, and not with another Government Agency

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION  
NASA SHARED SERVICES CENTER  
RECOMMENDATION AND DETERMINATION TO SOLICIT FROM ONE SOURCE

I recommend that the NASA Shared Services Center negotiate with \_\_\_\_\_ only for  
(Name of Vendor)

\_\_\_\_\_. The total estimated cost of this effort is \$ \_\_\_\_\_ and the  
(Course Title)

start date of the course is \_\_\_\_\_.

This recommendation is made pursuant to FAR 13.106, for the acquisition of supplies or services determined to be reasonably available from only one source. Competition is impractical for the following reasons:

List the reasons (1-2) supporting the justification with most significant reason listed first and others in descending order of importance. Include (A) the unique capability of the company, (B) compatibility reasons, (C) basis for urgency (if applicable):

1.

2.

3.

*Applicable if above \$25,000*

Pursuant to NFS 1805.207 and 1804.570, this proposed contract action will be published on the NASA Acquisition Internet Service (NAIS) and pursuant to FAR 5.201, this proposed contract action will be synopsisized in the Governmentwide Point of Entry. The results received in writing will be added to this document by addendum.

*Applicable if below \$25,000*

Pursuant to FAR 5.101 (a)(1), the proposed contract action will not be published on the NASA Acquisition Internet Service (NAIS) and the Governmentwide Point of Entry.

Form submitted electronically by: Name:

Title:

Date:

### To be completed by NSSC Procurement Contracting Officer

☐ Pursuant to NFS 1805.207 and 1804.570, the proposed contract action was synopsisized on NAIS and pursuant to FAR 5.201, the proposed contract action was synopsisized in the Commerce Business Daily. No other firms requested consideration under this procurement.

☐ Explanation of disposition is attached.

I hereby accept the above stated recommendation and determine that the circumstances of the contract action deem only one source reasonably available.

\_\_\_\_\_  
(Contracting Officer)

\_\_\_\_\_  
(Date)



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### SECTION E - STATEMENT OF WORK

Required to be completed if a Non-COTS training course is being purchased.

Statement of Work for  
(Title of Training Course)

1.0 Course Objectives: (Specify the learning objectives or desired outcomes of the training course)

2.0 Specific Tasks: The Contractor shall perform the following tasks:

- Task 1: (List the tasks that you want the contractor to perform, i.e. "Modify existing course ABC to provide case studies of interest to a NASA aerospace community consisting primarily of GS-12/14 structural engineers with approximately 20 years of experience".)
- Task 2: (i.e. Develop a senior leadership training curriculum for a 40 - hour course covering the following topics...)
- Task 3: (i.e. Conduct a "train-the-trainer" session for no more than 15 NASA employees.)



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### SECTION F - ADDITIONAL COMMENTS

Use this section to add any additional comments or information

Attachments